

**Board of County Commissioners
Leon County, Florida**

Policy No. 04 - _____

Title: County Commission Projects Requiring Commitment of Staff Time

Date Adopted: December 14, 2004

Effective Date: December 14, 2004

Reference: N/A

Policies Superseded: Policy No. 93-10, "County Commission Projects Requiring Commitment of Staff Time," January 12 1993; Policy No. 01-06 "Commission Projects Requiring Commitment of Staff Time."

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that:

Policy No. 01-06, adopted by the Board of County Commissioners May 29, 2001, is hereby repealed and superseded and a new policy is hereby adopted in its place, to wit:

The utilization of County resources and staff shall be authorized only for projects that serve a paramount public purpose for Leon County and no new projects shall be assigned to County Staff unless approved and prioritized by at least four votes of the County Commission.

Any requests, other than a routine question or maintenance request, should be routed through the County Administrator or, for legal matters, through the County Attorney.

Requests by individual Commissioners of the County Administrator or the County Attorney, or their respective staffs, for matters which are not the policy or the specific direction of the Board of County Commissioners as a whole are prohibited. The County Attorney's Office and the County Administrator are not to respond to such requests.